

***NATIONAL WEATHER SERVICE INSTRUCTION 10-603***

***JUNE 7, 2002***

***Operations and Services***

***Tropical Cyclone Weather Services Program, NWSPD 10-6***

***HURRICANE LIAISON TEAM***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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1. Hurricane Liaison Team (HLT).

1.1 National Weather Service (NWS) Responsibilities. The NWS supports the HLT through use of Tropical Prediction Center (TPC) meteorologists, Weather Forecast Office (WFO) personnel (typically warning coordination meteorologists and service hydrologists), and River Forecast Center (RFC) hydrologists. Eastern and Southern Region Headquarters will maintain a list of their available HLT candidates.

After HLT deactivation, the Hydrometeorological Prediction Center (HPC) will assume the briefing duties provided the remnants of the tropical cyclone remain a threat to inland areas. TPC and HPC will coordinate prior to the transfer. During the inland event HPC will coordinate with the appropriate WFOs and RFCs and when needed, hydrologists from the RFCs will provide hydrological briefings.

1.2 Activation. The HLT may be activated when a tropical cyclone in the Atlantic, Gulf of Mexico, Caribbean or eastern Pacific threatens the United States or its territories, and the Director or Deputy Director of TPC deems HLT assistance is required. TPC makes the request for activation by contacting the Federal Emergency Management Agency (FEMA) Operations Center (FOC). Upon FEMA's approval, the FOC will activate the HLT. The TPC Director or Deputy Director will contact the appropriate NWS Regional Director requesting meteorologic and/or hydrologic support. NWS personnel should arrive at TPC within 24 hours. The HLT will remain active until the hurricane threat has passed, at which time HLT operations will be terminated by FEMA.

1.3 Training. Completing NWS/FEMA's distance learning training module, Community Hurricane Preparedness, is required by HLT members. The module can be taken via the Internet at: <http://meted.ucar.edu/hurrican/chp/index.htm>. Other training opportunities are strongly encouraged. They are: FEMA's "Introduction to Hurricane Preparedness" conducted at TPC for emergency managers and NWS personnel, and FEMA's annual HLT training session held at TPC.

2. Meteorologic Duties. The HLT meteorologist will:

- a. Establish and maintain contact with the impacted WFOs, RFCs, and the HPC.
- b. Facilitate participation of the impacted NWS offices in conference calls, briefings, and in preparation and distribution of graphics.
- c. Provide meteorological interpretations on National Hurricane Center advisories (NHC), WFO hurricane local statements, Hurrevac products, and storm surge forecasts for Federal, state and local agencies on request.
- d. Provide storm briefings via video/audio teleconferences for Federal, state and local organizations.

- e. Respond to meteorology-related incoming calls from Federal, state, and local emergency managers, and as appropriate, refer meteorologic inquiries to the local WFO.
3. Hydrologic Duties. The HLT hydrologist will:
- a. Establish and maintain contact with the impacted local WFOs, RFCs, and the HPC.
  - b. Facilitate participation of the impacted NWS offices in conference calls, briefings, and in preparation and distribution of graphics.
  - c. Provide hydrologic interpretation on NHC advisories, WFO hurricane local statements, and WFO and RFC hydrologic products for Federal, state and local agencies on request.
  - d. Provide technical support for RFC lead during hydrologic portion of video teleconference. In absence of the RFC, lead the hydrologic portion of the video teleconference.
  - e. Respond to hydrology-related incoming calls from Federal, state, and local emergency managers and as appropriate, refer hydrologic inquiries to the local WFO.